

CONFIDENTIAL

Report for Week Ending 4 March 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 34 actions requiring the printing of 428,000 copies or sets of blank forms.
- (2) Six new and 12 revised forms were approved.
- (3) Printing Services Survey completed. Report signed by C/RMS and sent to C/PSD/OL. Among the accomplishments of this survey are:
 - a. Ten "bootleg" forms replaced by existing official forms.
 - b. Ten forms obsoleted (5 official and 5 "bootleg").
 - c. Three forms, performing the same or related functions developed by combining eight "bootleg" forms and two memoranda.
 - d. Three Agency forms revised.
 - e. Five new forms developed.
 - f. Twenty-eight "bootleg" forms analyzed, designed, improved and made official forms.
 - g. Paperwork systems improved throughout PSD.
- (4) Two cubic feet of records were retired to the Center and nine inches of records were destroyed. 25X1
- (5) ACSI, Department of Army, is ready to order as a dual ditto-offset master set, the Common Information Report format. I have been helping Mrs. Lofink resolve problems of construction, specifications, classification, reproduction techniques, etc. In getting ACSI to agree to abandon the use of pre-printed red classifications on run-off paper and substitute typed classifications, the Army will save at least \$2,385. per annum in unnecessary printing costs, based on a printing cost of 53¢ per 1000. 25X1

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- (6) Developed a new "Program Approval" form for DD/P to be used in transmitting data and programs under DD/P to the Director. [redacted]

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- (7) Revised the "Name Check and Document Service" form and combined with it the "201 Partial Consolidation Request". This will permit the use of one form by RID rather than two forms. [redacted]

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b. Intangible

- (1) Further discussions were held with [redacted] Chief, Depot Stock Control Section concerning Logistics requests that we furnish them pertinent data on all actions enabling them to maintain the Form Section of the Supply Catalogs on a current basis. Nothing substantial resulted from this except that we proposed a further discussion on this matter. It is expected that an early meeting will be set up with [redacted] and [redacted] of the Supply Division, and [redacted] of Machine Records. [redacted]

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- (2) Further investigation is being made on the complaint that OO/C Information Report mats require retyping in approximately 10% of the cases. Decision will be made this week as to whether retyping is due to the mats poor quality or its improper handling by typist and mailing. Appropriate action will be taken, based on the decision that is to be made. [redacted]

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2. Assignments - Active

- (1) Fourteen new and 18 revised forms are pending.
(2) Eight Employee Suggestions.

3. News

- a. Messrs [redacted] attended the O&M Luncheon in the All States Dining Room on Monday. The subject of the talk was the "Structure of Power in the Soviet Union".
- b. [redacted] reports that contribution envelopes have been distributed for the National Health Agencies and the Joint Crusade Drive which will run from March 6 through March 20. No dollar quota has been set but 100% participation has been requested.

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Report for Week Ending 4 March 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

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a. Filing Equipment

Personnel/RSD

No change from previous report.

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OO/Contact Division

No change from previous report.

Security/ Building 13

No change from previous report.

EE Division/DDP

No change from previous report.

OO/FDD

No change from previous report.

Personnel/CPD

No change from previous report.

b. Records Systems

Installation of Subject-Numeric Files in OP

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Completed installation in Employee Relations Branch/POD, making a total of 15 subject-numeric files installed in OP.

Special Planning Assistant/DDS

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No change from previous report.

c. Record Schedules

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OO/FDD

Records of six staffs and branches have been surveyed and revised schedules are being prepared for those areas. Survey continues.

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OCR []

Received additional item from ARO/OCR for inclusion in Schedule. Reviewed with Chief, Records Center, first third of OCR Schedule and discussed certain items concerning which additional information will be requested from ARO/OCR.

d. Special Projects

Review of Clerical Training in Filing []

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Discussed with [] Chief of Induction Training, certain proposed changes in materials included in training kits issued to students.

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3. Vital Materials []

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[] OSI/Executive Officer and [] OSI/ARO, accompanied [] to the Repository to physically inspect the OSI Vital Materials deposits. [] was very satisfied with the concise, but vital holdings of the OSI Staffs and Divisions. However, [] was quite concerned over the fact that certain series of finished intelligence are now being included on microfilm in lieu of hard copy. I hope that the whole problem of indexes to these documents on film and certain other filming inadequacies can be corrected before this year's exercise.

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Four members of OCR/IR visited the Repository last week. They were impressed with the condition of their deposits. In this group of IR representatives were three analysts who were particularly interested in the town folders, trip reports, tab machine indexes, etc. [] the person in IR who is responsible for determining the filing and indexing arrangements of tab listings had some suggestions that will ease the work of repository personnel.

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Microfilming of Vital Materials in OCR/GR continues.

Microfilming of Vital Materials in the Office of Personnel commenced last Saturday.

4. News

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[] attended Management Analyst's Luncheon on 2 March and heard Julius Cahn, Project Director for Senate Committee on Government Operations, talk on "Structure of Power in the Soviet Union".

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Report for
Week Ending Wednesday, 4 March 1959

CONTRIBUTIONS

None.

ASSIGNMENTS

ACTIVE

Audit of FDD Files

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Spent Thurs. and Fri. at FDD in their FE and WW Branches
Worked on first drafts to revise Records Control Schedule of FDD
Consulted with [] on audit

Unused Safes

Computed contributions realized by Survey.

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Support Bulletin Article "Employee Motivation"

Completed article about 20 Feb IRAC meeting as requested by []

Desk Audit by Personnel

Studied proposed duties of specialist generalist analyst
Summarized duties as a way to study and remember proposed list
Gave copy of summary to []

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INACTIVE

Unused Safes

File Cleanup Campaign
Sorting Equipment Booklet
Service Calls Processed by Records Center
Special DD/P Files Project
Revision of []
Analyst Files Project

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TRAINING

None. (University class postponed to later date by Professor)

NEWS

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[] is planning to give his speech at the Records Center next week.
He asked me to go along and help with the presentation.

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[] DD/P (working friend) arrived for aid on form, chart, and research
file. I introduced him to Hazel who did similar for for SR, used our reference
file on commercial charts, and also asked him to talk with Visual Aids to clear
up his exact needs, and explained need for file controls and disposition.
He was pleased with service. (No profits, only records goodwill.) []

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Report for Week Ending 4 March 1959

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1. Contributions - Intangible

- a. Received ^{WISC} the first paragraph of our Support Bulletin article, "Document Control." In the absence of [redacted] sent the revision directly to [redacted]
- b. Briefed [redacted] FBID, on the Agency Records Management Program. [redacted] will assume records management duties in FBID under direction of [redacted]. He is scheduled for orientation in RMS during March and April.
- c. Completed arrangements for alterations and adjustments incidental to Management Staff's move to Wing 1700.

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2. Assignments - Active

- a. Courier Receipt and Chain Envelope - Requests from two DD/P Divisions for a total of 58 copies of our supplemental instructions resulted from the memorandum to all ARO's.
- b. Graphics Register Film Index - Register personnel are well pleased with the Revo-File loaned them. I have been furnished photographs of it in use, and the battery of Kardex cabinets that may be replaced.
- c. Overnight Storage Box - Requested a tentative bid from Diebold. TSS personnel informed me that three test models will be available in a week. Each model is a different design.
- d. DD/P Records Management Training Program- Developed tentative schedule of orientation and workshop seminars based on discussions with [redacted]
- e. Revision of RMS Position Descriptions - Completed "Specialist/Generalist" description for the guidance of [redacted]. Conferred regularly with him during his survey.

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3. News

[redacted] were credited in February with 36 hours each of on-the-job training in connection with the FDD Survey.

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